

FINGERPRINT SUBMISSION FORM

TO: UTAH BUREAU OF CRIMINAL IDENTIFICATION	DATE OF REQUEST:	
ADDRESS: 3888 WEST 5400 SOUTH	AGENCY NAME:	
SALT LAKE CITY UT 84118	AGENCY ORI:	
PHONE: 801-965-4446 (do not give this number to the public)	TAC's NAME:	
NOTE: This form must be MAILED to BCI in the same envelope as the fingerprint card(s).	TELEPHONE NUMBER:	
All requests must include one set of fingerprint cards on the blue applicant cards. The TAC should run UCCH, Triple I, and local and national warrant (SWW and NCICQW) inquiries prior to submitting fingerprints. Incomplete forms and/or fingerprint cards will be returned without being processed.	TAC's e-mail:	

DID TAC COMPLETE THE BACKGROUND CHECK: ☐ YES ☐ NO (If "no" what files were not checked?)

Personnel Information Fill out Name, DOB, and SSN for all individuals. Include login ID for UCJIS operators.				Reason for Background Check and Credentials of Individual			Criminal Record Response: Check all previous last names and also run checks using the individual's SSN				
Name				Check One (Mandatory)	UCJIS Logon <input type="checkbox"/>	No Logon <input type="checkbox"/>		UCCH	III	SWW	NCIC QW
AKAs											
Login ID				Check One (Mandatory)	Initial Check <input type="checkbox"/>	Recertification <input type="checkbox"/>	Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOB		SSN					No Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes				Check One (if applicable)	POST Certified <input type="checkbox"/>	Valid Concealed Weapon Permit <input type="checkbox"/>	Agency does not access this file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name				Check One (Mandatory)	UCJIS Logon <input type="checkbox"/>	No Logon <input type="checkbox"/>		UCCH	III	SWW	NCIC QW
AKAs											
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DOB		SSN					No Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes				Check One (if applicable)	POST Certified <input type="checkbox"/>	Valid Concealed Weapon Permit <input type="checkbox"/>	Agency does not access this file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name				Check One (Mandatory)	UCJIS Logon <input type="checkbox"/>	No Logon <input type="checkbox"/>		UCCH	III	SWW	NCIC QW
AKAs											
Login ID				Check One (Mandatory)	Initial Check <input type="checkbox"/>	Recertification <input type="checkbox"/>	Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOB		SSN					No Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes				Check One (if applicable)	POST Certified <input type="checkbox"/>	Valid Concealed Weapon Permit <input type="checkbox"/>	Agency does not access this file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Notes:

Instructions:

DO NOT FAX THIS FORM TO BCI. MAIL THE FORM IN THE SAME ENVELOPE AS THE ACCOMPANYING FINGERPRINT CARD(S).

All UCJIS operators and unsupervised service personnel accessing computer terminal/records storage areas are required to have a fingerprint background check. Prior to creating a logon ID, the TAC must run UCCH, Triple I, local and national warrant (SWW and NCICQW) inquiries. These files must be checked again every two years as the TAC tests their operators. If there is a positive hit on any of the files when inquiring on an incumbent the TAC must submit one fingerprint card to BCI. If an operator is POST Certified, either as a peace officer or a dispatcher, the TAC does not need to submit fingerprint cards for the operator unless the TAC receives a positive hit on one or more of the inquiries. If an operator has a valid Utah Concealed Weapon Permit, the TAC does not need to submit fingerprint cards for the operator unless the TAC receives a positive hit on one or more of the inquiries. Complete this form as follows:

- ☐ Date of Request - Date the request is submitted to BCI
- ☐ Requesting agency name - Please print
- ☐ Requesting agency ORI – Please print
- ☐ Requestor's (TAC's) name - Please print
- ☐ Telephone number - Including area code; enter a *direct* number that BCI can use to reach the requestor. *Please do not use a switchboard or generic number.*
- ☐ Requestor's (TAC's) e-mail – The e-mail address of the requestor/TAC. Make sure that the e-mail is correct, and that your agency does not send BCI's e-mails into "junk" or blocks e-mails with attachments.
- ☐ Did the TAC complete the background check? – The TAC must indicate if the background was completed. If not, then the TAC must indicate what files need to be checked by BCI. (i.e., if your agency does not access III, indicate that you did not check III.)
- ☐ In instances where the TAC does not have access to all required files a note must be made on this request and the inquiries will be performed by BCI.
 - A positive hit does not preclude having access; but, if there is a positive hit on a new logon request, access will be delayed pending completion of the background check and review of the criminal history and/or warrant status.
- ☐ Name, AKAs, Logon ID (for UCJIS operators), DOB and SSN - Name of the individual, their logon (for operators), date of birth and social security number. Login ID is created by the TAC using the "ADD" transaction on the UCJIS web page. Add any applicable notes about this one operator in the "notes" field.
- ☐ LOGON (Check One - Mandatory) – Indicate if this individual will have an active UCJIS logon. (i.e., a court clerk that sees and hears criminal history information, but does not have an active UCJIS logon would be "No Logon." Janitorial staff would also be "No Logon.")
- ☐ INITIAL or RECERTIFICATION CHECK (Check One - Mandatory) – Indicate if you are doing an individual's initial check at your agency, or if you are recertifying certification for an individual who has been with your agency for the designated amount of time.
- ☐ POST Certified / CCW Permit (If necessary) – Place a check in the applicable box if the individual is Utah POST certified or has a valid Utah Concealed Weapon Permit. You must still run a name check on all four required fields even if the individual is POST certified or has a Utah Concealed Weapon Permit.
 - If individual is POST certified, or has a valid Utah Concealed Weapon permit, the TAC does not need to submit fingerprint cards for the individual unless the TAC receives a positive hit while performing the name check.
- ☐ Criminal Record Response – The TAC must run the four required files on each individual. Indicate whether or not a record was found, or if your agency does not access that particular file.